



HONG KONG JUNIOR FOOTBALL LEAGUE PLAYER PROTECTION POLICY / CODE OF CONDUCT / SAFE IN CARE GUIDELINES

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

The aim of these guidelines is not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. They aim to ensure that players are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms players or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such as an open river or areas to which the public have general rights of access. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Photographs, Film and Video

HKJFL will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated.

HKJFL reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated. Refusal to cease may result in the match being abandoned and the offending person reported to the relevant authority.

Anyone wishing to use photographic/film/video equipment during any HKJFL activity must firstly obtain the approval from the following:

For a single match, the coaches / managers of the competing clubs.

For tournaments, the managers of the competing clubs plus they must also seek approval from the tournament hosts.

Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Photography in changing rooms and associated areas is not allowed.

To be used in conjunction with the HKJFL Code of Conduct for the Use of Photographs & Images

Internet

Permission

- Written consent must be obtained from the player / parent, using an individual clubs consent form, before publishing any information about a player. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk
- Players who have a public profile as a result of their achievements are entitled to the same protection as all other players. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the player

Use of Images and Information

- Information published on the websites must never include personal information that could identify a player e.g. home address, e-mail address, telephone number of a player. All contact must be directed to the player's club. Credit for achievements by a player should be restricted to first name's e.g. Jack was Player of the Year 2006
- **Players must never be portrayed in a demeaning, tasteless or a provocative manner.**
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned

Concerns

Any concerns or enquiries about publications or the internet should be reported to the HKJFL Chairman and related committees.

Mobile Phones

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with players. All officials must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Texting

Officials must consider whether it is necessary and appropriate to hold the mobile phone numbers of players. The general principle is that all communications with players should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the player's behalf. Good practice would include agreeing with players and parents what kind of information will be communicated directly to players by text message. This information should only be 'need to know' information such as the last minute cancellation of a training session.

The following good practice is also required:

- The mobile phone numbers of players will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason
- Officials must never engage in personal or sensitive communications with players via text message
- All concerns about the inappropriate use of text messaging will be dealt with by the Chairman of the HKJFL and appropriate committees.

Cameras/videos

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones, to record photographs or video footage, will be dealt with by the appropriate HKJFL committees.

This may include the concerns being reported to the police.